



## **EMPLOYMENT OPPORTUNITY**

**POSITION:** Transportation Supervisor  
**SALARY:** \$83,851.00  
**START DATE:** Immediate

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The Transportation Supervisor provides leadership, coordination, and oversight of the Board's student transportation system to ensure safe, reliable, and compliant service. This role includes supervision of staff, route and fleet management, and maintaining service continuity.

### **RESPONSIBILITIES:**

- Plan and oversee daily transportation operations, including routes, schedules, and service delivery
- Supervise, schedule, and manage transportation of staff, including addressing recruitment, retention, performance, and discipline
- Provide operational support, including driving school buses during staffing shortages, emergencies, field trips, and extracurricular activities when required
- Lead driver recruitment, training, and certification
- Ensure compliance with all transportation regulations, policies, and safety standards
- Develop, implement, and enforce safety procedures, and investigate incidents and accidents
- Oversee fleet management, including vehicle maintenance, inspections, repairs, and related recordkeeping
- Act as primary point of contact for transportation services, communicating with schools, families and community
- Support budgeting, reporting, and administrative requirements.

### **QUALIFICATIONS:**

- Post-secondary education in transportation, logistics, business, or a related field (preferred).
- Minimum of 3–5 years' experience in transportation operations and a minimum of 2 years' supervisory experience.
- Demonstrated knowledge of student transportation regulations and safety standards.
- Valid driver's license; school bus license (Class B or equivalent) or ability to obtain.
- Experience in driver training or willingness to become certified as a trainer (strong asset).
- Professional Instructor in Driver Education (P.R.I.D.E.) Certification (strong asset).
- Strong leadership, communication, and problem-solving skills.
- Proficiency with transportation routing software and Microsoft Office.

**DEADLINE: July 2, 2026 @ 2:00 p.m.**

Interested applicants are invited to submit a cover letter, resume, and three current work-related references. A current Criminal Reference Check with Vulnerable Sector screening upon offer of employment.

### **DIRECT APPLICATIONS TO:**

**“Transportation Supervisor”**  
Wiikwemkoong Board of Education  
34 Henry Street  
Wikwemikong, ON P0P 2J0  
Email: [applications@wbe-education.ca](mailto:applications@wbe-education.ca)  
Tel: 705-859-3834

**Preference will be given to Indigenous applicants. Self-identification is encouraged.**